



CITY OF MIDDLETON

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Planning & Zoning Department
Special Use Permit Checklist

Please submit all items listed below. Applications missing the following items will be deemed incomplete, **and the application will not be processed.**

Applicant	Description	Staff
	Completed and signed Master Land Use Application (application can be submitted up to 90 days after neighborhood meeting)	
	Fee	
	Narrative that includes the following: <ul style="list-style-type: none"> • Complete description of use requested. • Describe how use will affect traffic in surrounding area. • Address whether the use will affect lighting in the area, and describe whether it will create glare, noise, vibration, smoke, fumes, odor, dust or any other nuisance. • A description of how the proposed use is not unreasonable or incompatible with uses that are permitted in the area. • A showing that the proposed use will not unreasonably affect adjoining landowners in an adverse manner. • Describe days and hours of operation. • State number of employees (part-time and full-time) • Describe frequency of deliveries, if applicable • A discussion of ordinances or standards affected by the proposed use. • Note the duration proposed for the use, if relevant. 	
	Scaled Vicinity Map	
	Legal description for the property that is the subject of the special use.	
	Please note, depending on use, the Planning Department may require a site plan showing details relevant to the special use proposed.	
	Recorded warranty deed showing proof of ownership	
	If the representative is submitting the application, provide an Affidavit of Legal Interest signed by the owner of record.	
	One set of adhesive mailing labels containing the names and addresses of property owners within 500 ft of the perimeter boundary of the subject property. Contact Canyon County Plat Room at (208) 455-6016 for a list of landowners.	
	Copy of the neighborhood meeting notice, sign-in sheet, and minutes summarizing the discussion	
	Electronic copy of entire application (Provide via USB)	